



# Pre-Job/P0D Safety Briefing

---

Presented by  
David R. Baker

# INTRODUCTION

- Pre-job or Plan-of-the-Day briefing required prior to work activities
- Safety Brief needed for
  - Work scope
  - Specific hazards
  - Completion requirements

# Introduction (Continued)

- Safety brief may also contain
  - Project Schedule
  - Job Duration
  - Reason for task
  - Pertinent site-specific information

# Definitions

- Pre-Job Briefing: Initial presentation of job-related information given to those identified in work package
- Plan-of-the-Day Briefing: Work details and safety information for that day's activities. Conducted for
  - Work Packages continuing more than 1 day
  - Routine work with no Work Package

# Briefing Development & Presentation

- Important and effective Briefing can determine success/safety of job
- Responsibility of Field Superintendent, Craft Supervisor, Field Engineer or designee
- Can be assisted by Safety, QA, RadCon or others

# Briefing Development & Presentation (Cont.)

- Personnel conducting briefing should:
  - Review/identify overall task instructions
  - Review RWP requirements for ALARA considerations
  - Cover specific safety issues with job scope
  - Cover in detail any changed conditions
  - Ensure all required personnel are present

# Briefing Development & Presentation (Cont.)

- Provide applicable work condition details:
  - Specialized tools
  - Chemical Hazards - MSDS
  - Hold, witness or verification points
  - Contingency planning
  - Lessons Learned

# Briefing Presentation

- Conduct in informal, spontaneous, 2-way communication style
- Encourage participation
- Establish open, responsive teamwork atmosphere
  - Don't let discussion lose focus
  - Be courteous, yet direct
  - Avoid vague, indecisive answers



# Briefing Presentation (Cont.)

- No known definitive answer, say so
- Determine correct response, making sure to close loop
- Ensure method for documenting lessons learned is understood

# Conclusion

- One of most effective methods for communicating work program information is Pre-Job and/or Plan-of-the-Day
- Must be well organized and delivered in confident, clear, decisive manner
- Preparation is the key -- Give it the attention it needs!